

\*\* Due to holidays we will update on the 13<sup>th</sup> and the 20<sup>th</sup>

# December 2008 - Subject to change

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 NOV 16-30 Manual pay & health ins. update	2 NOV 16-30 Manual pay & health ins. update	3 NOV 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	4 NOV 16-30 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	5 NOV 16-30 No Update	6
7	8 NOV 16-30 No Update	9 NOV 16-30 Update/ health ins.	10 NOV 16-30 Update/ health ins.	11 NOV 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	12 NOV 16-30 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with P1's only.	13 <b>Manual Pay Update for Dec 1-15</b>
14	15 NOV 16-30 <b>Manual pay &amp; health ins. Update for Dec 1-15</b>  <b>PAYDAY</b>	16 DEC 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	17 DEC 1-15 Manual pay update files go down at <b>4:00</b> and remain down. <b>RUN PAYROLL</b>	18 DEC 1-15 Update/ health ins.	19 DEC 1-15 Update/ health ins.	20 <b>Update for Dec 1-15</b>
21	22 DEC 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	23 DEC 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	24 DEC 1-15 No Updates  <b>PAYDAY</b>	25 DEC 1-15  <b>STATE HOLIDAY</b> <b>Have a safe and happy holiday</b> <b>CHRISTMAS</b>	26 DEC 1-15  <b>STATE HOLIDAY</b> <b>Have a safe and happy holiday</b> <b>CHRISTMAS</b>	27
28	29 DEC 1-15  <b>DO NOT ENTER PAYROLL</b>  Clear old year files	30 DEC 1-15  <b>DO NOT ENTER PAYROLL</b>  Clear old year files	31 DEC 1-15  <b>DO NOT ENTER PAYROLL</b>  Clear old year files			